

SUSTAINABILITY PROGRAM ASSOCIATE

ABOUT GPCOG

As the regional council for Maine's Greater Portland and Sebago Lakes areas, GPCOG is an association of cities and towns serving rural, suburban, and urban areas. We take pride in bringing communities of all sizes and interests together to collaborate on best practices and plan for the future of our growing region. We do this through a variety of programs, services, projects and initiatives – all with the goal of improving the lives of our community members and making our region the best in the country.

One of Greater Portland's greatest strengths is the growing diversity in its communities. The Greater Portland Council of Governments believes that diversity, equity, and inclusion considerations should shape every area of its work, internally and externally; internally, by creating and maintaining an inclusive organizational culture and, externally, by focusing explicitly on equity and inclusion to ensure increased accessibility and pathways to prosperity for all community members. Our work progresses when our team can draw on a wide range of personal experiences and backgrounds, and when each member is open to learning from the experiences of others, both internally and externally.

As an equal opportunity employer, GPCOG embraces all applicable state and federal laws and regulations and does not discriminate against applicants for employment or employees because of race, color, creed, religion, ancestry, national origin, sexual orientation, sex or gender, gender identity or expression, pregnancy, medical conditions, age, disability or other handicap, genetic information, marital/familial status, veteran status, military status, or income or status with regard to public assistance in any aspects of our personnel policies, working conditions, or hiring and recruitment.

To create and nourish a diverse workforce in the Greater Portland and Sebago Lakes region, GPCOG encourages members of groups traditionally underrepresented in local government and professional positions to apply for career opportunities.

GPCOG recognizes the value of a healthy work/life balance for our team members and as such, we provide a variety of benefits to promote that balance. GPCOG encourages opportunities for career advancement through tuition assistance and professional development opportunities, leadership programs, and participation in local and national organizations. GPCOG also offers flexible schedules and remote work options as well as paid time off and holidays. GPCOG employees also may be eligible for health, vision and dental insurance, employer paid short-term disability coverage, participation in a Defined Contribution retirement plan and Deferred Compensation Plans that employees can opt into for additional retirement funding.

POSITION DESCRIPTION

The Sustainability Program Associate is a position on the GPCOG Sustainability Department that supports our agency's sustainability program, which includes municipal climate action planning and implementation, regional resilience and adaptation work, and statewide transportation emissions reduction activities. The Associate interacts with internal staff, external stakeholders, clients, vendors, elected and appointed officials, and local residents in support of the agency's mission.

The Sustainability Department at GPCOG is a leader on regional and municipal climate action planning and implementation. Joining the small team provides an opportunity to create change at a community level and lead regional action that reduces emissions, builds resilience to climate impacts, and prepares the region for the climate crisis.

What you'll do

- Provide technical assistance to member cities and towns for sustainability initiatives and support municipal climate action planning. This includes the following activities;
 - You will collect and analyze data (climate data and greenhouse gas emissions, sea level rise information, social and economic indicators, and land use data), and draw conclusions that support our program activities.
 - Research best practices in climate action implementation.
 - Develop recommendations for our members through reports, one-pagers, and presentations.
- Developing and delivering high-quality public communication materials, reports, and presentations.
 - Draft and coordinate public education materials, including social media posts, press releases, and newsletters to support programs.
 - Design and create compelling graphics and stories using local data.
- Support clean transportation initiatives state-wide. GPCOG hosts a state-wide coalition called Maine Clean Communities and implements multiple Department of Energy funded clean transportation projects.
 - You will reach out to stakeholders with educational information through newsletters and social media.
 - Support development and execution of events in communities that showcase electric vehicle technologies.
 - Provide research and report drafting support.

What you bring

- Knowledge of and demonstrated experience with effective strategies that reduce greenhouse gases and build resilience. For example, experience with one or more - electrification of transportation, green and energy-efficient buildings, renewable energy, resilient infrastructure, and social strategies for resilience.
- Strong writing, copy editing, and presentation building skills.
- Experience with graphic design, creating strong graphics and storytelling. Demonstrated ability to research, analyze, and interpret data from various sources to produce technical and nontechnical information and reports.
- Experience with stakeholder outreach and engagement with a diverse range of partners.
- A strong sense of professionalism and ability to meet deadlines.
- Strong organizational and record-keeping skills with an emphasis on accuracy and efficiency.
- Proficiency with Microsoft Office applications including Excel, Word, PowerPoint, and Outlook.
- We use Canva, PowerPoint, and Adobe Photoshop and In Design for graphics. Experience in all is not required but an interest in graphic design and an ability to quickly learn software is desirable.

- Ability to multitask and perform under tight deadlines independently and as part of a team.
- At least two (2) years' experience in a professional setting or any equivalent combination of education and experience that demonstrates possession of the required knowledge, skills, and abilities.

What to know

- Driving or access to reliable transportation is needed, as occasional travel, and extended hours are required including occasional nights and weekends for events and conferences.
- GPCOG offers competitive benefits, a fun, flexible, family-friendly, and creative work environment, and an annual salary in the low fifties for the right well-qualified candidate.
- Work hours and schedule may be flexible, up to 40 hours per week, with the ability to work from home part of the time. There is some flexibility to adjust hours and work times based on circumstances and on what you bring to the position; however, in-person meetings and events will be required of this position and is not fully remote.
- People of color, people with disabilities, members of traditionally underrepresented groups, and veterans are welcome and encouraged to apply.

What to do now

- Go to <https://tinyurl.com/22s5jz63> to provide your contact information, then:
 - Upload your cover letter telling us why you want to join GPCOG's team as a Sustainability Associate.
 - Upload your résumé, highlighting your education, relevant experience, and skills, and
- Submit all of these no later than January 26, 2025.
- All applications must be submitted using this application portal to be considered.

More to know

Visit us at www.gpcog.org